



Job Opportunity

State Controller's Office

Position: Staff Services Management Auditor (4 positions)

Statewide

Location: Division of Audits (Financial Bureau)
300 Capitol Mall, Suite 418, Sacramento, CA 95814

Issue Date: December 21, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. Must submit proof of graduation from appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-640-5841-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Senior Management Auditor, learn and develop appropriate skills and procedures for performing management auditing methods by assisting in audit functions. Specific duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review all management auditing procedures, professional auditing techniques and all laws, rules and regulations governing audit practices.
- Perform desk reviews of CPA audit reports to determine whether the audit reports meet the minimum audit standards and requirements.
- Review and analyze the accounts and records of entities being audited. Verify that the entities comply with the applicable federal and state regulations subject to audit.
- Apply appropriate auditing methods to records or accounts of both public and private companies audited by the Office of the State Controller.
- Document audit results with complete and concise language to be used to support findings. Develop appropriate recommendations for corrective actions based upon competent audit findings.
- **Travel to and from audit site.**

DESIRABLE QUALIFICATION: Current and Valid Driver's License

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls